Procedure 2205.12: Data Backup
Reference: Policy No. 2205
Effective Date: 12/28/04
Prior Issue: N/A

Purpose:

Under the Direction of the Government Information Technology Agency (GITA) the Arizona Department of Juvenile Correction (ADJC) Management Information Systems (MIS) shall maintain an automated data backup strategy to ensure that ADJC will be able to recover from interruptions in service in a timely manner and to restore critical information and services.

Rules:

1. **MIS** shall ensure that backups be conducted daily for changed data, and weekly for all data. **MIS** shall conduct more frequent back-ups as required for operational and business reasons.

2. **MIS** shall ensure that all server equipment is configured to use internal backup methods for disaster recovery/Business continuity in accordance with Statewide Standard GITA P800-S865. Using equipment such as Redundant Array of Independent Disks (RAID), Mirroring, as well has have a direct salvage ability on server devices based on equipment failure, or accidental deletion without having to go immediately to an offsite format.

3. **MIS** will develop and maintain an automated backup system:
   a. Backups shall be in rotations, spanning over 60 days;
   b. Offsite storage shall be used to house data in accordance with Statewide Standard GITA P800-S865, Business Continuity/Disaster Recovery Plan; and
   c. Any media needing storage onsite shall be housed in a fire proof safe.

4. **MIS** shall ensure that information data backup is performed without end-user involvement through an automated library system over an internal network and during off peak hours.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By: